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Reserve

WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

Number 9
4-7-45

PROCEDURE TRANSMITTAL

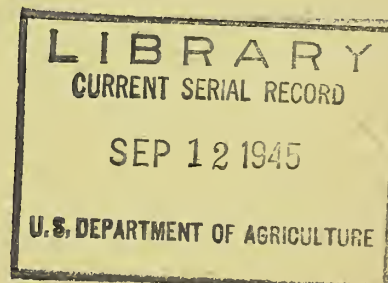
Notices

ESTABLISHMENT OF FUND ALLOTMENTS IN OMS: All fund allotment advices in effect within OD as of December 31, 1944, together with such revisions thereto effected subsequent to that date will remain in effect for each branch or other organizational unit which was transferred intact to OMS. New allotment advices or other forms of notification have been issued for those organizational units which were not transferred intact to OMS.

ESTABLISHMENT OF PERSONNEL CEILINGS FOR OMS: A personnel ceiling has been established for OMS effective March 1, 1945. The ceiling applicable on January 1, 1945 for the functions assigned to OMS, formerly in OD, was continued. The ceiling notices issued within OD will remain effective with respect to each branch or other organizational unit which was transferred intact to OMS and from which no functions have been subsequently transferred to CCC pursuant to Administrator's Memorandum 27, Revision 1, and Amendments. Notification of the established ceiling has been issued already for those organizational units not transferred intact to OMS.

Procedure Manual

INSERT OMS. INS. 207.1, "WEEKLY REPORT ON PRESENT AND PROSPECTIVE PRODUCTION AND DISTRIBUTION PROBLEMS" - Outlines a weekly situation report which shall be prepared by each branch chief.



DISTRIBUTION: A

B-673

I RESPONSIBILITY

Each branch chief is responsible for making a weekly situation report which shall be delivered to the Marketing Reports Division before noon each Thursday. The Marketing Reports Division shall digest the reports and deliver a summary report to the Office of the Director on Friday of each week.

II DESIGNATION OF REPORTING OFFICER

Each branch chief shall designate a member of his staff to compile the report. The name of the designated person shall be given to the Chief of the Marketing Reports Division, so the Current Information Section may work with the designated official.

III CONTENTS OF REPORT

The report shall be a situation rather than activity report. While it should be concise, no pertinent details should be omitted. It should emphasize important new developments or probable developments in the field of marketing, and should cover such points as:

- A Current outlook on production.
- B Price situation.
- C Distribution of supplies available to civilians.
- D Operations of any set-aside or other food order.
- E Action being taken on existing problems.
- F Proposed action on any new programs.
- G Other problems which are anticipated in the near future and steps planned to meet them.

